

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 7, 1979

ALL-COUNTY INFORMATION NOTICE I-136-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL SERVICE WORKER TIME SURVEY - SOC 241
(JANUARY-MARCH 1980)REFERENCE: MANUAL OF POLICIES AND PROCEDURES, STATISTICAL REPORTS,
SECTION 26-516

The Title XX Social Services Worker One-Day Time Survey for the January-March 1980 report quarter is scheduled for Tuesday, January 15, 1980. All county welfare departments must conduct the survey on this date using the revised Social Services Worker Time Sheet, Form SOC 241 (7/78) unless the county has prior approval from Statistical Services Bureau (SSB) to use another date. A different survey date should be discussed with SSB if the county welfare director feels staff training or other planned activity on the survey date would appreciably affect the representativeness of the data surveyed.

Mail the completed time sheets no later than ten working days after the survey is completed (by January 29, 1980) to the:

Statistical Services Bureau
Department of Social Services
744 P Street, Mail Station 12-81
Sacramento, CA 95814

County welfare departments may order a supply of the survey forms (SOC 241) needed for this survey from the Department of Social Services Warehouse by submitting a Forms Order (GEN 727B) to the following address:

Department of Social Services Warehouse
6150 27th Street
Sacramento, California 95822

Any questions concerning the Social Services Worker Time Survey should be directed to Statistical Services Bureau at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,

A handwritten signature in cursive script that reads "Claude Finn".

CLAUDE E. FINN
Deputy Director
Administration Division

cc: CWDA